



U.S. MISSION CONAKRY- GUINEA
Position Vacancy Announcement

Vacancy Announcement Number: 2017-001

OPEN TO **Current university students / all sources**

*****This is a non-paid position and there are no benefits related to the position.**

POSITION Library intern

OPENING DATE January 09, 2017

CLOSING DATE January 23, 2017

WORK HOURS Part-time; 20 hours per week

DURATION: Three months

The U.S. Mission in Conakry, Guinea, is seeking eligible and qualified applicants for the position of Library intern in the Public Affairs Office.

BASIC FUNCTION OF POSITION

The library intern will assist the director of the Thurgood Marshall Information Resource Center (IRC), and the library assistant in the following areas:

- ensure the library collection and the client list is up-to-date in the online database;
- assist in library outreach programs and other Public Affairs Section events;
- provide support to library members, responding to basic research and reference inquiries, checking IRC materials in and out and printing and distributing library membership applications;
- maintain and update IRC holdings, identifying out-of-date materials for disposal;
- prepare library-produced material for dissemination to important Embassy contacts and the American Corner at the University of Kankan;
- ensure that circulation and reference materials that are used by library patrons are properly reserved;
- oversee the use of the Internet work stations and ensure that patrons abide by the rules;
- respond to inquiries both in person and by telephone and take accurate notes for the IRC staff;
- general office duties and other duties as assigned

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION:

Current university student in the field of English, Library Science, Communication, Journalism, Business or International Affairs.

2. EXPERIENCE:

Good working knowledge of how to interpret laws, regulations and procedures.

3. LANGUAGE (this will be tested):

Level III (good working knowledge) speaking/reading/writing of English is required.

Level III (good working knowledge) speaking/reading/writing of French is required.

4. KNOWLEDGE, SKILLS AND ABILITIES (this will be tested):

Must be computer literate and be able to learn to operate the library software in a reasonable amount time with training.

FOR FURTHER INFORMATION:

The complete position description listing all of the duties and responsibilities may be obtained on our website at http://conakry.usembassy.gov/job_opportunities.html and/or by contacting the Human Resources Office (by e-mail: HumanResourcesOffice-ConakryHR@state.gov or Tel: +224 655 104 000).

SELECTION PROCESS:

It is essential that the candidate specifically address the required qualifications above in the application.

HOW TO APPLY

Applicants must submit the following documents to be considered:

- Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above).

WHERE TO APPLY:

Management Office

Mailing Address:

Tel Number:

E-mail Address:

U.S. Embassy Conakry, Human Resources Office

P.O. Box 603

Transversale N0.2

Centre Administratif de Koloma

Commune de Ratoma

Conakry, République de Guinée

+224 655 104 000

ConakryHR@state.gov

Application Box: Application may be delivered to U.S Embassy,
Transversale N0.2

Centre Administratif de Koloma

Commune de Ratoma

Conakry, République de Guinée

The application box is located outside the Embassay Main Entrance.